

Department of Finance Coronavirus Relief Fund Cycle 4 Reporting

If your entity reported its CRF allocation fully spent (no remaining obligations) in two prior consecutive reporting cycles, you will not be required to report for Cycle 4. **Note:** If there are any changes to the expenditures, you will need to resume reporting.

All CRF must be spent by December 30, 2020

- While recent federal legislation extended the *federal* deadline, state law in Control Section 11.90 of the 2020 Budget Act requires that all CRF be spent by December 30, 2020. As a result, total expenditures must equal the Total Allocation for your entity. Any unspent funds must be returned to the state. (**Note:** entities that earned interest on CRF must report expenditures equal to the sum of the allocation and interest earned.)
- Expenditures are defined as the amount that has been incurred as a liability of an entity (the service has been rendered or the good has been delivered). All "expenditures" must occur **prior** to 12-30-20, although payment for those good or services may occur at a later date. As a result:
 - a) There should not be any remaining obligations reported, and
 - b) Any reported expenditures for this cycle should be limited to those goods or services received prior to December 30, 2020, and therefore, should be reflected in the 'Expenditure Adjustments (Prior Cycles)' column.
 - c) **Do not report expenditures in the "Current Cycle" column.** The current cycle captures expenditures occurring AFTER December 30, 2020, and therefore, expenditures occurring during this period are not allowed under existing state law.

CRF Expenditure Monitoring (Cities and Counties only)

- Finance is conducting monitoring and oversight of CRF expenditures pursuant to the requirements outlined in Title 2, Code of Federal Regulations sections 200.330-200.332.
- All sub recipients will be required to submit (electronically) the documentation used to support the expenditures reported for the CRF pass-through funding issued by Finance.
- You should have already received more detailed information regarding monitoring activities. If you have not received this information, please e-mail CRFReportHelpDesk@dof.ca.gov.

General Reminders

- Users are NOT able to create new reports. When you log in to the CRF Reporting Portal at: crfreporting.dof.ca.gov, click edit next to your entity's previously submitted report found on the "Your Records" page.
- Don't forget to print your report. The chart on the Review and Finalize page has been formatted to assist users with saving their records in PDF format. Before selecting "Certify and Submit," select the Print to PDF option to save a copy of your report.
- The CRF Reporting Portal is optimized for **Chrome** or **Edge** web browsers. If you are using Internet Explorer, the table in Part C will not display.
- Each CRF report is associated with a single e-mail address and only logging in with that email address will allow you to see your entity's previously submitted report. If you need to switch this access to a new email address, first register that new email address at crfreporting.dof.ca.gov and then send an email to CRFReportHelpDesk@dof.ca.gov.
- More detailed guidance can be found in the CRF User Guide found [here](#).

Note on FEMA reimbursements

In general, FEMA reimbursement requires a high level of documentation on the expenditure, specifics on how the resource was deployed, and how it was a necessary expense in response to the COVID pandemic. Additional information regarding FEMA reimbursement for the COVID pandemic can be found on the CalOES website [here](#). These resources are intended to be helpful guides, however each entity will need to make their own decisions regarding the potential return on investment for pursuing FEMA reimbursement.